

Facilitator's Supplement

Timeline Checklists

- 2-3 months out
 - 1-2 months out
 - 1 month or less
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Booth Captains List

Pre-Event Communication Checklist

Supply Checklist

Day-of-the-Fair Planning Checklist

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Budget Template

Sample Letter/Email Templates

- For Prospective Team Members
 - For Parents/Caregivers
 - For Booth Captains
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Volunteer Sign-in Sheets

Student Sign-in Sheets

This supplement is designed to help you plan and prepare for your Reality Fair. There are timeline checklists to keep you on track as the event date approaches; communication checklists to make sure everyone on your team knows what to expect; supply checklists, a budget template, and even sample letter or email templates.

Two to Three Months Out Planning Checklist

Person Responsible	Due Date	Not Started	In Progress	Done
Send your sponsor a message via your Banzai teacher account requesting their involvement in the Reality Fair.				
Meet with your sponsor (via email, call, or in person) about their Reality Fair involvement.				
Select a date for fair.				
Determine location.				
Estimate attendance for the fair.				
Order workbooks via your Banzai teacher account.				
Create a budget.				
Raise funds, if needed.				
Identify needed supplies.				
Gather supplies.				
Recruit partners to run booths.				
Plan fair layout and confirm accessibility.				
Send home parent permission forms, if needed.				
Other:				
Other:				
Other:				

One to Two Months Out Planning Checklist

Person Responsible	Due Date	Not Started	In Progress	Done
Plan fair layout and confirm accessibility.				
Send home parent permission forms, if needed.				
Complete fundraising.				
Complete recruitment and confirm involvement.				
Other:				
Other:				
Other:				

One Month or Less Planning Checklist

Person Responsible	Due Date	Not Started	In Progress	Done
Assign day-of-the-fair roles to team members.				
Confirm booth captains.				
Send pre-event communications to team members with event details.				
Send email reminders to team members, including assigned roles and fair logistics, e.g. arrival time, parking, and contact information.				
Confirm room setup details, e.g., table placement for booths, registration table, etc.				
Print name badges (optional).				
Print sign-in sheet prefilled with participant information (optional).				
Print photo release forms (optional).				
Confirm set up day and time, and recruit setup volunteers if needed.				
Teacher: Complete 3-day or 1-day lesson plan in the classroom.				
Teacher: Distribute workbooks to students.				
Teacher: Have students complete the Future Finder Coach module and complete the workbook profile page.				
Teacher: Assign students into four booth rotation groups.				
Other:				

Booth Captains List

Reality Fair Booth Captains

This sheet is for organizing and tracking the volunteers managing each booth at the Reality Fair.

Booth Name	Booth Captain(s)	Contact Info (Phone/Email)
Groceries & Household		
Cell Phone		
Credit Cards		
Dependents & Pets		
Transportation		
Retirement		
Loans		
Donations & Sharing		
Health Care		
Life Insurance		
Emergency Fund		
Student Loans		
Housing		
Utilities		
Life Happens		

Checklist for Pre-event Communications to Team Members

Pre-event communications for your team members should clarify:

- ☐ Individual roles
- ☐ Event date
- ☐ Event location
- ☐ Parking information for participant parking, including cars and buses
- ☐ Security screening procedures
- ☐ Dress code
- ☐ Team member refreshments, if applicable
- ☐ Who is responsible for bringing supplies?
- ☐ Set-up crew reporting time
- ☐ Reporting time for other members
- ☐ Participant start and end times
- ☐ Post-event cleanup start and end times
- ☐ Electronic copies of Reality Fair booth information and materials (for booth captains)
- ☐ Cell phone numbers for the Reality Fair organizer(s), event manager(s), and other volunteers

Supply Checklist

Exterior & Registration

- ☐ Signs directing participants and team members to the event
- ☐ Registration tables
- ☐ Name badges
- ☐ Map of booths (optional)
- ☐ Pens or pencils
- ☐ Photo release forms (optional)
- ☐ Audio equipment (optional)

Booths

- ☐ Signs displaying booth names
- ☐ Tables and chairs
- ☐ Booth summary and instructions for booth captains
- ☐ Calculators (at every booth)
- ☐ Stamps or stickers (if using)

Day-of-the-Fair Planning Checklist

Person Responsible	Due Date	In Progress	Done
Set up tables and booth materials, like calculators, scratch paper, and writing utensils.			
Welcome team members prior to fair start and give any day-of information.			
Test microphones and other equipment.			
Place signage outside of and around the event space.			
Hand out name badges (optional).			
Send a traffic coordinator outside to give instructions (optional).			
As booth captains arrive, ask them to review their booth instructions and materials.			
Welcome participants to the fair.			
Announce booth rotations.			
Conclude the fair.			
Collect completed student workbooks.			
Clean up the fair space.			
Other:			

After-the-Fair Planning Checklist

Person Responsible	Due Date	Not Started	In Progress	Done
Review student workbooks to award participation credit.				
Use survey responses to plan future lessons.				
Send thank you notes to the sponsor and volunteers.				
Document lessons learned for future fair execution.				
Other:				
Other:				
Other:				

Budget Template

Use this budget template to track all costs for your Reality Fair, noting whether items are purchased, donated, or provided by a venue.

Legend: P=Purchase, O=My Organization, D=Donation, V=Provided by Venue

Item	Source	Unit Cost	Quantity	Total Cost
Location & General	P/O/D/V	\$	#	\$
Event space				
Audiovisual equipment				
Tables				
Chairs				
Parking for cars				
Parking for buses				
Trash & recycling services				
Access to a copier				
Other:				
Other:				
Location & General Total				\$
Printed Materials	P/O/D/V	\$	#	\$
Signs to direct participants				
Signs for booths				
Sign-in sheets				
Worksheets & Handouts				
Maps of fair				
Photo release forms				

Printed Materials	P/O/D/V	\$	#	\$
Team member surveys				
Booth instructions				
Other:				
Printed Materials Total				\$
Supplies	P/O/D/V	\$	#	\$
Pens/pencils				
Easels for signs				
Name badges				
Calculators for booths				
Other:				
Supplies Total				\$
Grand Total for All Materials				\$

Notes:

Sample Letter/Email to Prospective Team Members

Dear **[PROSPECTIVE TEAM MEMBER]**,

On **[DATE]**, **[SCHOOL NAME]** will hold a reality fair for students at **[LOCATION]** from to **[TIME]**. This event is being organized by **[TEACHER COORDINATOR]** and **[FINANCIAL INSTITUTION]**.

A Reality Fair is a hands-on simulation of the real world when it comes to budgeting, paying bills, saving, and making important financial choices. Students use a financial persona, complete with salary and credit score, to make real-time decisions at the different booths throughout the fair.

We are looking for volunteers to join us as team members in bringing this dynamic event. Before the fair, key team members will prepare materials, plan logistics, and promote the event through community outreach. On the day of the fair, team members play a variety of roles. For example, team members serve as booth captains who help participants make financial decisions related to housing, transportation, health care, and other topics.

Interested? Sign up to be a team member by **[DEADLINE]**. For more information, contact **[COORDINATOR]** at **[CONTACT INFO]**.

Best,

[YOUR NAME]

Sample Letter/Email to Parents/ Caregivers

Dear **[PARENT]**,

On **[DATE]**, **[SCHOOL NAME]** will hold a reality fair for youth at **[LOCATION]** from to **[TIME]**. This event is being organized by **[TEACHER COORDINATOR]** and **[FINANCIAL INSTITUTION]**. As part of **[CLASS NAME]**, your student is eligible to participate!

A Reality Fair is a hands-on simulation of the real world when it comes to budgeting, paying bills, saving, and making important financial choices. Students use a financial persona, complete with salary and credit score, to make real-time decisions at the different booths throughout the fair.

Here's what to do next:

- Contact **[COORDINATOR]** if you'd like to volunteer, either as a helper or booth captain if you have professional expertise to lend
- Start financial conversations at home to prepare them for the Reality Fair
- Ask about their experience after the fair

For more information, contact **[COORDINATOR]** at **[CONTACT INFO]**.

Best,

[YOUR NAME]

Sample Letter/Email to Booth Captains

Dear **[BUSINESS EXPERTS]**,

On **[DATE]**, **[SCHOOL NAME]** will hold a Reality Fair for students at **[LOCATION]** from **[START TIME]** to **[END TIME]**. This exciting financial literacy event is being organized by **[TEACHER COORDINATOR]** and **[FINANCIAL INSTITUTION]**.

A Reality Fair is a hands-on simulation of the real world when it comes to budgeting, paying bills, saving, and making important financial choices. Students use a financial persona, complete with salary and credit score, to make real-time decisions at the different booths throughout the fair.

Your Leadership is Needed

For students, this fair is an eye-opening and fun way to build essential financial skills. To make this event a success, we're seeking Community Booth Captains to take ownership of a critical financial station.

As a Booth Captain, you would be responsible for:

- Leading a Specific Booth
- Guiding Volunteers
- Facilitating Student Decisions
- A Brief Time Commitment

Your professional experience and expertise will be invaluable in making the financial decisions at your booth tangible and meaningful for our students.

Interested? Please accept this vital leadership role by **[DEADLINE]**. For more information or to choose your booth, please contact **[COORDINATOR]** at **[CONTACT INFO]**.

Best,

[YOUR NAME]

Reality Fair: Volunteer Sign-In

Thank you for volunteering! Please sign in below.

[illegible]

Reality Fair: Volunteer Sign-In

Thank you for volunteering! Please sign in below.

[illegible]

Financial Literacy Fair: Student Sign-In

Welcome to the Reality Fair! Please sign in below before you get started.

[illegible]

Reality Fair: Student Sign-In

Welcome to the Reality Fair! Please sign in below before you get started.

[illegible]